

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
October 18, 2010**

**PRESENT:** RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**TOWN ADMINISTRATOR:** Naomi Bolton

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Chris Hague, Chief Begin, Sherry Burdick, Sue Tuthill, Melissa Drury, Carl Knapp

**7:00 p.m. Vice Chairman Butt called the meeting to order.**

**Vice Chairman Butt moved, Selectman Lacasse seconded to enter into non public session @ 7:00 p.m. pursuant to the authority granted in RSA 91-A:3II (c ). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes. Passed 3-0-0**

**The Board discussed ambulance billing.**

**Vice Chairman Butt moved, Selectman Lacasse seconded to come out of non public session @ 7:27 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes. Passed 3-0-0**

**APPOINTMENT TO PARC – Vice Chairman Butt asked Ms. Drury why she is interested in joining PARC. Ms. Drury said a couple of years ago there were things on the ballot that she did not agree with. She has four children and they use parks and she would like to help keep them clean and maintained.**

**Selectman Lacasse moved, Vice Chairman Butt seconded to appoint Melissa Drury as a full member of the PARC Committee. Passed 3-0-0**

**COMMITTEE ITEMS**

**Clinton Grove Bell Tower Bids – Ms. Sherry Burdick informed the Board that she went through the bids with the Town Administrator. It was obvious to them to award the bid to Walker Roofing and have the project done in copper. Selectman Lacasse said the estimate includes everything. Ms. Burdick said that going to bid gave them an overview of what contractors charge. Vice Chairman Butt asked if Walker Roofing included a warranty. Ms. Burdick said it should include a warranty for any issues for the first year. It was discussed that when Walker Roofing comes in to sign the contract it will include the warranty. Vice Chairman Butt commented that Walker Roofing was just about half the cost of the other contractors who bid. Ms. Burdick said that Walker Roofing put the new roof on the Stone Memorial Building. This bid specified that the roof must be complete by November 19, 2010.**

**Selectman Lacasse moved, Vice Chairman Butt seconded to recommend to the Trustees of the Trust Funds to spend up to \$7,230 from the money left from Mildred Hall to the Clinton Grove Academy for the purpose of hiring Walker and Company Roofing to install a copper roof. Passed 3-0-0**

**Ms. Burdick informed the Board that the first floor of Clinton Grove Academy is infested with powder post beetles. She said the beetles are in the benches that came from the Town Hall. No evidence of the beetles was found on the second floor. Ms. Burdick received a quote for \$400 for pest control. Vice Chairman Butt would**

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like to get a second opinion. He said that there are certain products that can be used that can actually treat the wood. Vice Chairman Butt is concerned that the beetles are not just infesting the wood. Ms. Burdick said there is no evidence anywhere else other than the first floor and in the display cases. Vice Chairman Butt would like another company to come out; they will give an estimate for free. He said that this is probably is not time critical and to use Borax Acid the temperature needs to be above fifty degrees. Ms. Burdick will contact other pest control companies.

**Library Windows Bid** – Ms. Christine Hague said she has received proposals for the caulking and lead paint on the outside of the Paige Section of the Library. There are nine windows. It is lead paint and there is asbestos in the caulking. The caulking is applied so that it is slightly recessed along the windows. Ms. Hague informed the Board that they not only are selecting a price and a company but they are also deciding what will be done in the end. The contractors she called are already on the state's contractor's list. Ms. Hague said she that she received a bid from Envirovantage for \$3,850. She stated that the estimators who made the site visits determined the caulking to be intact. Envirovantage's bid specifies that they would set up a containment area, seal the windows, cover the ground, and scrape and sand the windows to be paint ready. This would still leave some lead paint on the windows but it would be painted over and the old caulking would not be removed but rather caulked over and be water sealed. Ms. Hague informed the Board that Dectam submitted two plans, but both of their quotes involve completely removing the caulking and one calls for completely stripping down to bear wood. Dectam bid \$2,900 to scrape, sand, and remove caulking and their second bid for \$4,500 is to remove all the led paint and caulking and getting it ready for a contractor. Should they choose to remove the caulking they need a work plan document, which is air monitoring by a certified technician and a subsequent inspection for a cost of \$1,500. Vice Chairman Butt asked what would be the benefit of removing the old caulking. Ms. Hague said that she does not see the benefit of removing the old caulking. Ms. Hague said that the complication is that they are at the end of October and she is concerned with the painting being done too late in the year. Selectman Lacasse asked how the work was described to the bidders. Ms. Hague said the bid stated to prepare the windows for painting and remove the hazardous materials; it did not specify a method. The sashes will be included in the price to prepare for painting. Selectman Lacasse said Envirovantages bid states no sashes. Ms. Hague said that only one sash would need to be taken out because of the condition of the wood. Ms. Hague needs to find out if there is lead in the window sashes and she will contact Envirovantage to find the difference if there is lead in the sashes.

**Library Floor Bids** – Ms. Hague informed the Board that she has not opened the five sealed bids that were received. Of the five contractors who bid, four did a site visit leaving the fifth disqualified because there was no site visit. She stated that there are several variables she put in her agenda to take into consideration. There is one price if the contractor does the work from below or if they are working from above and below the carpet will be an additional cost.

- Excell Construction \$10,790  
above and below work (additional cost for the carpet) 30 days to complete
- Precision Building \$13,901.69 – 15 days to complete
- Target New England \$12,640 30 days nights and weekends.
- Project Resource Group LLC \$13,892
- Pelo Construction – \$6,300 did not visit, therefore disqualified

Ms. Hague said that the Trustees have decided that the Library would have to close to have the work done. Ms. Hague asked the Board if, for insurance purposes, an employee needs to be present while the work is being done. Selectman Lacasse responded that it would be up to her.

Ms. Hague informed the Board that they will need to jack up a section, which means they will be moving their inventory. She does have some free storage, but will have to pay for some storage space as well. The contractor

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will remove the book cases that are anchored to the floor, but the other book cases are their responsibility to move.

Vice Chairman Butt said they cannot act on the bid until they know whether they are working from above or below because there could be additional costs.

It was discussed that the bid specifications required that the contractor state whether the work was going to be done from above or below. Selectman Lacasse asked Ms. Hague to contact the bidders to see if there is savings to attack the project from above. He realizes that they would need to replace the carpet if the work was done from above, but it might actually save money. Ms. Hague said that she had pointed out that some of the joints had slipped.

Ms. Hague decided that because the staff's wages are not huge, she would like to create work for them that is attached to the project so that they do not lose pay.

**DISCUSS POLICE CRUISER** – The CIP request from the Police Department is \$80,000 to replace three cruisers. Vice Chairman Butt said the discussion at the CIP meeting was that there looked like there was money available to purchase two out of the three cruisers requested. He said if the money exists in a fund, they can expend it with Board approval and the request does not have to go to the voters. Chief Begin said there is \$10,279 in cruiser revenue and the cash available in the special detail is \$39,979.85. Chief Begin said that there was \$92,950.12 billed out this year in detail of that \$16,809 was for the cruisers. He believes there is enough in the fund to buy two cruisers. The new purchase would be replacing car two, which is a Mercury Sable that the Lieutenant brings home. The Mercury Sable has 130,000 miles, recently had \$500 work done, and the transmission is just about ready to go. Chief Begin said that the replacement vehicles for cars two and four will be purchased with 40,000 miles. His Durango will become the detective's car.

Naomi Bolton, Town Administrator, said that \$10,279 is what is left to spend for 2010 on cruisers from details that were billed for cruiser replacement. The other \$29,000 is from last year. \$39,979.85 is cash in hand and includes prior year funds. There is still a receivable line to be collected which is not part of the \$39,000.

Chief Begin said that last year he purchased a new Crown Vic for \$25,500. He asked the Board to allow him to expend up to \$30,000 of the \$39,979 for two used vehicles. Chief said the market on new cars has sky rocketed, therefore used cars have sky rocketed.

Chief Begin said that they can take up to \$16,909 out of the rotating fund for cruisers and put into their vehicle maintenance line to offset the \$60,000 deficit this year. Vice Chairman Butt said that he is not in favor of moving the funds for that purpose. The price for the cruisers does not include fitting them with equipment, which costs approximately \$3,000 per vehicle.

Vice Chairman Butt commented that Chief Begin said he could get three vehicles. Chief Begin said that the third vehicle would be the other marked vehicle he is asking for in 2011. Chief Begin said that March 12, 2011 is the last day to order a Crown Vic.

Vice Chairman Butt said it has been voted on and approved by the voters to use the money in the fund. He asked Chief Begin if it is reasonable to expect that the vehicles could be self funded from the fund and Chief Begin responded that it was doubtful. Vice Chairman Butt said that they receive complaints that Weare's cruisers are being seen in other towns.

**Vice Chairman Butt moved, Selectman Lacasse seconded to expend up to \$45,000 to replace vehicle two and vehicle nine with the money to come from the Police Department Special Detail Fund and from the Police Cruiser Capital Reserve Fund. Passed 3-0-0**

**POLICE 2010 BUDGET** – Chief Begin informed the Board that Mica's cancer treatments cost \$7,000 and he will send a bill to the K-9 Relief Fund, which was set up for the cancer treatments. Chief Begin believes there to be \$15,000-\$20,000 in that fund. It was discussed that the \$7,000 will be put into the general fund.

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Naomi Bolton, Town Administrator, said that Chief Begin told her he was going to work third shift so that officers could stay late and charge overtime to do their reports. Chief Begin said that there have been a lot of late calls and investigations that they did not see this week because he sent a memo out stating that they could not stay to finish their reports. Vice Chairman Butt said that he understood the reason they got laptops in the vehicles was to eliminate some of that overtime. Vice Chairman Butt asked if the officers understand how critical the budget is. Chief begin said he does not have the answer. Chief Begin informed the Board that Bob Peterson is not leaving.

Selectman Lacasse asked how they got the budget out of the hole last year. Chief Begin said that last year he went through the end of the year thinking they were negative \$30,000 and then ended up being \$10,000 over. Selectman Lacasse asked if there was less overtime or if they did not replace someone. He asked Chief Begin what he would do if they say that the bottom line is the bottom line and if bills come in they won't get signed in the Manifest. Vice Chairman Butt said they are obligated to pay bills. Chief Begin said that there is nothing that he has purchased that did not need replacing. Vice Chairman Butt said it is obvious that most of the budget is salary and said that they will need to put off expenses until January. Chief Begin said he does not have an issue right now, since someone left; they have been very good about having Brandon come in to cover a shift to cut costs. Chief Begin said they have to work on cutting down the late nights, but he can't predict how many people are going to leave. Vice Chairman Butt commented that it is very easy to say to drop the third shift, but the voters voted for it. Selectman Lacasse said the voters also voted in a bottom line budget. Vice Chairman Butt responding by saying that it is up to the Selectmen to decide how to spend the bottom line.

Vice Chairman Butt commented on there being maintenance expenses that should come under a single line in the Town Office budget. Chief Begin said when he has an issue that needs to get done, he needs it done then. Vice Chairman Butt said that it makes more sense to centralize maintenance expenses.

Vice Chairman Butt asked Chief Begin to send out an email to the Police Department employees to curtail any unnecessary overtime.

It was discussed that mutual aid goes both ways. Vice Chairman Butt asked if there was ever a time when Weare would consider charging another town for service. Chief Begin said no, because they were never charged.

Chief Begin informed the Board that he has been sending a weekly budget update to the Finance Administrator. Vice Chairman Butt said that the Board needs reassurance that something is working. Selectman Lacasse asked if he has pushed the cut back in overtime. Chief Begin responded no, but he can effectively put out a memo stating that there is no overtime at all. Vice Chairman Butt said he does not see why they cannot state that these are desperate times and one way to cut back is to eliminate overtime.

Chief Begin will update the Board on a weekly basis regarding his budget.

## MANIFESTS

**Vice Chairman Butt moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated October 21, 2010. Passed 3-0-0**

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|-------------------------|---------------------------|---|
| <b>Accounts payable</b> | <b>\$272,774.66</b>       | (John Stark \$250,000)                        |
| <b>Gross Payrolls</b>   | <b><u>\$36,845.45</u></b> | (Includes Taxes, Credit Union, Police Detail) |
| <b>Total</b>            | <b>\$309,620.11</b>       |   |

**DISCUSS DPW WORK SCHEDULE** – Selectman Lacasse said that he agrees with four-ten hour days, leaving the opportunity for some employees to find supplementary work. Mr. Knapp said these employees have not received raises in a long time. Vice Chairman Butt said the employee's primary job is the Town of Weare. It was discussed that these employees go on call starting November 1. Selectman Lacasse said if their second job allows them to leave when they are needed he is fine with them having another job.

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Vice Chairman Butt asked what problem working the hours of 8-4:30 presents. Mr. Knapp said that he does not think it causes much of a problem, but he does not know the advantage. He asked what the issue was with the four-ten hour days.

Vice Chairman Butt said that initially Mr. Knapp wanted four-ten hour days because it was more cost effective and the Board went along. Then the four-ten hour days continued into the winter without the Board being aware. Vice Chairman Butt said that the biggest problem the Board has is that it is going to get dark earlier. The Board is concerned with the lateness, and what the employees will be doing in the dark. The Board is concerned with putting employees in unnecessary dangerous situations in the winter.

Vice Chairman Butt said in terms of 5:00 pm, if they started at 8:00 am and went to 4:30 pm, it would not be an issue. Mr. Knapp said in the Board's opinion, but he has not spoke with the staff. Mr. Knapp informed the Board that the employees schedule their appointments on Mondays so they do not have to take time off. He said that some of the employees have moved their child care around to work with their spouses schedules. Seven Highway Department employees have taken other jobs on Mondays to help make ends meet. It was discussed that the facility would be staff for forty hours a week no matter what the hours so there would be little difference in utility costs. Mr. Knapp informed the Board that 90% of the time a trailer needs to be moved after 3:30 on Fridays. It was discussed that Primex said someone with a CDL-A needs to move the trailer during intermingling traffic times. Mr. Knapp said that he brought that issue up years ago. Vice Chairman Butt said they could make it a requirement of the job to get a CDL-A license.

Mr. Knapp said that he is at a loss on the dark thing, they plow in the dark, and if a tree goes down in the dark they have to take care of it. Vice Chairman Butt said there is an inherent danger with working in the dark.

Vice Chairman Butt said that will not take a vote tonight because he prefers to wait for a full Board. He feels if they were to implement five-eight hour days it would not take effect right away. The Board needs to consider what is best for the town and they cannot consider the employees other jobs when making a decision.

Mr. Knapp said that he and the rest of the staff had a hard time understanding why the Board would want to leave two employees at the Transfer Station and send the rest home. Mr. Knapp said there are no lights at the facility. Naomi Bolton, Town Administrator, commented that there are other times when the Transfer Station employees are there and the Highway Department employees are not.

Vice Chairman Butt said he does not think they make decisions based on one person's opinion or comment. He said that they are in the process of discussing the issues.

Selectman Lacasse said they need to figure out hours will best serve the town. They also need to justify the benefit. Selectman Lacasse said that he would need to justify what the real benefit is to the town in going with five-eight hour days and taking away the ability for the employees to have other jobs. Vice Chairman Butt said that they also need to consider employees coming in on Mondays for snow storms and getting paid overtime. Selectman Lacasse said that the argument is circular and there is no way to determine the benefit. Naomi Bolton, Town Administrator, mentioned that if the employees were to work on a Monday holiday they would get double time and a half. The Board decided that they need to get more information.

Vice Chairman Butt said that the Board's primary concern with the hours was the safety associated with working ten hour days in the winter; there may be other issues such as associated costs. Vice Chairman Butt said that he would like to know if there is a significant financial savings. If safety is not an issue then they can wipe it off the table. Mr. Knapp said that he can not understand how going out in a snow storm, in an overloaded truck, in the dark is any safer. Vice Chairman Butt said the Board needs to discuss the issues in the open. Mr. Knapp said that he has not seen a good argument with either way. The issue will be put on a future agenda.

Mr. Knapp reminded the Board that he has always stayed within his budgets.

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Mr. Knapp informed the Board that during the last rain storm water was running through the new breaker box and running out of the electrical box. He is not sure where the water is coming from, but it is running down the wiring. Mr. Knapp said if they are going to stay in that building they will need to look at replacing the roof.

**ADMINISTRATIVE REPORT** – Naomi Bolton, Town Administrator, informed that Board that the football organization has some banners along the fence at Bolton Field. In 2004 the control of the signs was given to WAC and PARC had the right to review the content of the signs. The football organization is selling banners, which will be removed in the winter. Some of the signs that are hung along the fences are outdated. Vice Chairman Butt said that he doesn't see how PARC could authorize WAC to sell signs. Naomi Bolton, Town Administrator, said they need to ask PARC if WAC can sell signs for the new fence. Vice Chairman Butt said the policy was set up with PARC that the signs had to be a certain size and there was an initial fee of \$500 and an annual maintenance fee of \$100. Naomi, Bolton, Town Administrator, will speak with WAC and let them know the specific signs that are no longer in business or are no longer being charged.

Selectman Osborne asked about employees moving the trucks at the Transfer Station. Naomi Bolton, Town Administrator, said that Primex prefers that a CDL-A driver moves the trucks. Primex does not want the trucks intermingling with traffic. It was discussed that if there is not a CDL-A driver available the trailer still needs to be moved.

**Vice Chairman Butt moved, Selectman Lacasse seconded to enter into non public session @ 10:17 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes. Passed 3-0-0**

**Vice Chairman Butt moved, Selectman Lacasse seconded to come out of non public session @ 10:55 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes. Passed 3-0-0**

Selectman Lacasse moved, Selectman Osborne seconded to appoint Maureen Bilodeau as Tax Collector provided certain conditions are met and a wage increase. Passed 3-0-0.

## ADJOURNMENT

**Vice Chairman Butt moved, Selectman Lacasse seconded to adjourn at 11:00pm. Passed 3-0-0.**

A True Record.

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Cherry Palmisano, Recording Secretary